




DEPARTMENT OF PERSONNEL

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MEMO PERD #10/98

February 11, 1998

TO: Personnel Officers/Liaisons
FROM:  Sharon P. Murphy, Director
Department of Personnel
SUBJECT: WRITTEN EXAMINATIONS FOR
FISCAL MANAGEMENT JOB CLASSIFICATIONS

The Department of Personnel has completed draft examinations for fiscal management classifications and is requesting your assistance in scheduling testing dates for your staff.

We would appreciate your distributing the attached *Testing Schedule for Fiscal Management Classes* to all employees in your department who are in the Accountant Technician, Accountant, Administrative Services Officer, Management Analyst, Budget Analyst and Budget Technician classifications. This document explains the need for incumbent's participation in the trial testing process and provides examination dates, times, locations and contact person phone numbers. We are requesting that examinations be scheduled by February 20.

Your help in encouraging employees to participate would be appreciated. A member of the test development team will work with you as needed to ensure an adequate sample of incumbents from each classification.

Thank you in advance for you help in this process.

SPM:dsb

Attachment

EXAMINATION SCHEDULE FOR FISCAL MANAGEMENT CLASSES

The Department of Personnel has responded to a 1996 Legislative Counsel Bureau audit by developing new examinations for the fiscal management classes of Accountant Technician, Accountant, Administrative Services Officer, Management Analyst, Budget Analyst and Budget Technician. These new examinations are now in draft form and ready for trial testing. We are asking employees in these classifications to assist us by taking these examinations as part of our sample group in order to determine the efficacy of the individual test items. Based on the sample group test results, poorly performing items will be eliminated and the best performing items will be retained for inclusion in the finalized examinations. In short, this process will help us to produce examinations that ensure selection of the most qualified candidates. The finalized examinations will be used by the Department of Personnel in testing all future applicants for vacant positions in these classes.

Testing for employees in the previously mentioned classifications will be available in Carson City, Reno and Las Vegas. To provide flexibility in scheduling examinations, all dates are open to employees in the identified classes. Employees should feel free to schedule whichever date and location is most convenient for them. Examinations will begin at 8:30 a.m. and are estimated to take from 4 to 6 hours to complete; however, sufficient time will be provided for all employees to complete the examination for their particular class. Please bring a solar or battery powered calculator to the exam. Remember it is our examinations that are being tested and not the test taker. *The results of the examination will have no impact on your present position.* Employee anonymity will be protected and employees may take the examination under a pseudonym if they desire.

CARSON CITY

Examination dates are available on:

- Tuesday, February 24
- Wednesday, February 25
- Friday, February 27
- Tuesday, March 3
- Wednesday, March 4

Examinations will be held in the Blasdel Building, 209 East Musser Street, Room 105, Carson City. Please contact Carol Pion at 687-4123 by February 20th to schedule an examination date.

RENO

One examination date is available on: Friday, March 6

The examination will take place at the Division of Wildlife, 1100 Valley Road, Reno. Please contact Carol Pion at 687-4123 by February 20th to schedule this examination date.

LAS VEGAS

Examination dates are available on:

- Friday, February 27
- Tuesday, March 3
- Wednesday, March 4

The examinations will be held at 555 East Washington Avenue, Suite 1400, Las Vegas. Please contact June Nesmith at 486-2916 by February 20th to schedule an examination date.

Thank you again for your assistance. Please feel free to contact either of the individuals listed above if you have any questions.